

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS –
PATTON**

JOB CLASSIFICATION: ASSOCIATE GOVERNMENT PROGRAM ANALYST WORKING TITLE: POSITION CONTROL & CLASSIFICATION AND PAY ANALYST
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1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES -

The Associate Government Program Analyst, under the direction of the Staff Services Manager I (Compensation Manager) performs full journey level analytical work involving personnel analysis, classification studies, position control, staffing levels, consults with and advises Hospital management on Human Resources issues, prepares and analyzes reports, monitors staffing trends, vacancies and hire rates for management reports, and other assigned duties and special projects.

Assigned tasks will include, but are not limited, to the following:

60%

Gather information, analyze data and prepare clear, concise and comprehensive statistical reports for Hospital management and the Department of State Hospitals, Division of State Hospitals on total budgeted positions, nursing level of care positions, professional level of care positions, temporary help employees, turnover, and other statistics as required.

Prepare reports and meet with hospital management on recruiting needs, staffing hires and vacancies, allocation of staff to meet needs of facility. Identify and track trends in hires, pending staffing shortages due to attrition, transfers and provides reports and analysis to management to work on the Hospital Succession Plan.

Analyze proposed personnel actions for appropriateness of allocation, organizational impact and salary considerations by identifying, researching, and recommending solutions on complex personnel management issues in the areas of classification pay equity, allocation review and determination of appropriate duties including out-of-class situations, organizational structure, and personnel policies.

Inform HQ of Consults with management and make recommendations for policy changes or staffing allocation changes based upon expertise in the position control guidelines.

Develop and analyze MIRS reports and data and provide information to supervisors, department heads, and Hospital Headquarters staff, as required.

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Keep apprised of various personnel operating procedures and the impact to the position control functions and advise and make recommendations to hospital management on impact. Analyze and evaluate pay letters to determine budgetary impact to facility and review findings with Accounting Administrator to plan to revisions to hospitals' staffing expenditures.

Monitor expenditures paid to "blanket" employees and prepares monthly reports to include hours worked of these employees and total expenditures. Report is presented to Hospital Administration and used to ensure budget allocation not exceeded.

35%

Maintain and control the Hospital's automated position control and employee database system.

Review for accuracy all Forms (Request for Personnel Action 5408 and 5403) to ensure positions are established, vacant, or otherwise appropriate to the request. Assign position numbers.

Ensure compliance with the Department of Finance regulations governing the establishment of civil service, and proper allocation, of civil service positions.

Analyze data, prepare and track approval of the necessary 607 documentation to establish/abolish and reclassify positions.

Review and analyze salary levels and ranges for new employees. Prepare reports and analyze data for headquarters, court monitors on staffing projections, allocations, and filled and vacant positions pertaining to allocated positions granted to meet Coleman and Plata baselines.

Process out-of-class assignments in accordance with MOU standards.

Monitor and run reports of impending expiration dates of limited term, temporary, and emergency appointments, leaves of absences and 19 (Immigration) for the Exam Unit in order to keep management apprised of impending vacancies.

Develop policies and procedures relating to the personnel management program of the hospital.

Interpret and explain civil service laws, rules, and procedures.

5%

Participate in Quality Improvement meetings for Human Resources.

Other duties as directed by the Personnel Officer.

2. SUPERVISION RECEIVED

Under the direct supervision of the Staff Services Manager I (Compensation Manager) and without detailed supervision or review, make decisions and provide advice and assistance on difficult and complex personnel management problems to supervisors, managers, executive staff, and headquarters staff.

3. SUPERVISION EXERCISED

No line supervision exercised. This is a specialized journey level position requiring the experience, ability, and responsibility of an AGPA at the technical working level. May provide direction to other analysts and staff in personnel areas.

4. KNOWLEDGE AND ABILITIES

- Comprehensive knowledge of the Hospital's position control process.
- Computer literacy in Access database, Microsoft Excel Worksheets, Microsoft Word, Groupwise, Internet, SCO and SPB database for employee payroll and history transactions, and MIRS.
- Apply principles and practices of public personnel management.
- Research and apply rules, laws, standards and procedures in personnel issues.
- Analyze data and present ideas and information effectively both orally and in writing.
- Lead, train, and direct other analysts in position control and personnel issues.
- Ability to work under tense timeframes and issues reports accurately and timely.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

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SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

Proficient in the operation of the Hospital Position Control Database. Proficient in the operation of the State Controller Office database for review of allocated position numbers to employees.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Proficient in usage of desk top computers, and accompanying equipment, such as printers.

Proficient in usage of other office equipment, including fax machine, telephones, and printers.

CONSEQUENCES OF ERROR

The Position Control Analyst must identify, analyze and trend areas within the position control functions and be proactive in identify any vacancies that need to be filled or reallocated to other classifications in order to comply with the hospital's staffing requirements. Consequences for failing to identify or reclassify key positions is significant and could result in loss of allocated positions to the hospital, loss of funding to the hospital tied to these positions, inadequate staffing which could impact required minimum staffing levels.

ANALYTICAL REQUIREMENTS

Analyze and solve difficult technical problems; analyze and interpret administration and personnel laws, rules, standards and procedures. Provide sound recommendations to management and Headquarters staff based upon results of compiled analytical data and trends.

6. Training – Training Category

The employee is required to keep current with the completion of all required training.

7. Working Conditions

- Report to work on time and follow procedures for reporting absences.
- Maintain a professional appearance. Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public.
- Comply with hospital policies and procedures.
- Maintain strict confidentiality of personnel related issues.

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The employee is required to work any shift and schedule in a variety of settings and security areas throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. Overtime may specifically be required to prepare the May revise reports to Headquarters in order to meet strict time frames. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature	Print Name	Date
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Supervisor Signature	Print Name	Date
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Reviewing Supervisor Signature	Print Name	Date
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